



STATE OF CALIFORNIA
Department of Forestry and Fire Protection
EXAMINATION ANNOUNCEMENT
FIRE APPARATUS ENGINEER
OPEN - NONPROMOTIONAL



CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.
BZ60-1077 4FS0201

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL FOR	Department of Forestry and Fire Protection
POSITIONS EXIST	Statewide
WHO SHOULD APPLY	Applicants who meet the minimum qualifications. This is an open-nonpromotional examination. Applications will NOT be accepted on a promotional basis. ALL APPLICANTS, INCLUDING THOSE ON THE CURRENT EMPLOYMENT LIST, <u>WILL</u> BE REQUIRED TO SUBMIT A NEW EXAMINATION APPLICATION STD. 678. CURRENT LIST ELIGIBLES WHO DO NOT SUBMIT A NEW APPLICATION WILL NO LONGER HAVE LIST ELIGIBILITY ONCE A NEW LIST IS ESTABLISHED.
HOW TO APPLY	Examination Applications STD. 678 must be filed with the Department of Forestry and Fire Protection by mail to P.O. Box 944246, Sacramento, California 94244-2460, attention Examination Unit, or in person at 1300 U Street, Sacramento, California.
CROSS FILING INFORMATION	If you meet the entrance requirements for this class and Fire Fighter II, scheduled on the same day, you may file for one or both examinations on a single application. Please put the title(s) of each examination(s) you wish to take on the application. ALL APPLICANTS, INCLUDING THOSE ON THE CURRENT EMPLOYMENT LIST, <u>WILL</u> BE REQUIRED TO SUBMIT A NEW EXAMINATION APPLICATION STD. 678.
FINAL FILING DATE	Applications must be postmarked no later than July 29, 2004 . Applications postmarked after the final filing date will not be accepted for any reason.
SALARY RANGE	\$3325 - \$3849
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.
ELIGIBLE LIST INFORMATION	A departmental eligible list will be established for the Department of Forestry and Fire Protection. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	All applicants must meet the education and/or experience requirements for this examination by July 29, 2004 , the final filing date. All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.
MINIMUM QUALIFICATIONS	Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as " Either " I, " Or " II, " Or " III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

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Fire Apparatus Engineer
(Cont'd.)

**MINIMUM
QUALIFICATIONS
(Cont'd.)**

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.

and
"Either" I

Experience: Eight months of fire fighting experience.

"Or" II

Enrollment in the California Fire Fighter Joint Apprenticeship Committee Preapprenticeship Outreach Program.

and

Three months fire fighting experience until December 31, 1983; six months fire fighting experience until December 31, 1984; or eight months fire fighting experience thereafter.

"Or" III

Two years of experience as a certified volunteer fire fighter.

"Or" IV

Two years of experience as a Fire Prevention Specialist II and successful completion of the mandatory training courses prescribed for a Department of Forestry and Fire Protection Fire Fighter I.

(CANDIDATES WHO ARE WITHIN TWO MONTHS OF SATISFYING THE EXPERIENCE REQUIREMENT UNDER PATTERN I ABOVE WILL BE ADMITTED TO THE EXAMINATION, BUT THEY MUST FULLY MEET THE EXPERIENCE REQUIREMENT BEFORE BEING ELIGIBLE FOR APPOINTMENT.)

NOTE: APPLICANTS QUALIFYING UNDER PATTERN III ABOVE (CERTIFIED VOLUNTEER FIRE FIGHTER) MUST ATTACH TO THE EXAMINATION APPLICATION STD. 678 A COPY OF THEIR STATE FIRE MARSHAL VOLUNTEER FIRE FIGHTER CERTIFICATION, STATE FIRE MARSHAL FIRE FIGHTER I CERTIFICATION, OR A LETTER SIGNED BY THE FIRE CHIEF OF THEIR VOLUNTEER FIRE COMPANY STATING THAT THEY HAVE COMPLETED ALL TRAINING REQUIREMENTS NECESSARY TO RECEIVE EITHER THEIR STATE FIRE MARSHAL VOLUNTEER FIRE FIGHTER CERTIFICATION OR STATE FIRE MARSHAL FIRE FIGHTER I CERTIFICATION.

**SPECIAL PERSONAL
CHARACTERISTICS**

Willingness to live and work in remote areas and on weekends and holidays, to remain on duty 24 hours a day, as required; visual acuity, color vision and hearing adequate to successfully perform the job; physical strength and agility; no more than a mild reaction to poison oak.

**ADDITIONAL
DESIRABLE
QUALIFICATIONS**

Education equivalent to completion of the twelfth grade.

POSITION DESCRIPTION

A Fire Apparatus Engineer drives and operates fire apparatus in connection with extinguishing wildland, structural, and other fires, fire prevention, and rescue work; renders emergency medical assistance; operates tools and fire equipment to contain and suppress fire and hazardous material emergencies; leads a crew; performs maintenance and simple repairs on equipment; makes reports on the operation of equipment; uses maps; operates two-way radio as necessary; may act as relief Fire Captain; assists in training crews to fight fire efficiently and safely; checks, cleans, and polishes apparatus; does general station maintenance and repair work; especially during nonfire season, assists in building roads, trails, and minor structures; as a trainee, may operate other heavy equipment when required; conducts fire law inspections; investigates fire causes; prepares and presents fire prevention programs to the public; keeps records and prepares reports.

**EXAMINATION
INFORMATION**

This examination will consist of a supplemental application weighted 100%. **INTERVIEWS WILL NOT BE HELD.** To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the supplemental application.

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Fire Apparatus Engineer
(Cont'd.)

**SUPPLEMENTAL
APPRAISAL
(Weighted 100%)**

It is anticipated that candidates who meet the Requirements for Admittance to the Examination (minimum qualifications) will be sent a supplemental application in September/October 2004. The supplemental application is designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and potential to effectively perform the duties relative to the classification. Candidates **WILL** be asked to provide verification of all information certified on the supplemental application. Additional verification documents will not be accepted after the supplemental application due date.

Scope:

- A. Knowledge of:
1. Fire fighting methods and equipment and operation of fire apparatus.
 2. Repair and upkeep of fire apparatus and auxiliary equipment.
 3. California Vehicle Code as it applies to the operation of trucks and emergency vehicles on the highways.
- B. Ability to:
1. Communicate effectively both verbally and in writing at a level required for successful job performance.
 2. Learn to drive a fire truck safely on mountain roads, narrow streets, highways and freeways, and operate other equipment as required.
 3. Learn and apply rules, regulations, and departmental procedures to specific situations.
 4. Lead a fire fighting crew.
 5. Follow oral and written instructions.
 6. Analyze situations accurately and take effective action.
 7. Maintain cooperative relationships with other organizations and agencies, and individuals in a work situation.
 8. Exercise good judgement in hazardous fire suppression activity.
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**ADDITIONAL
REQUIREMENTS**

Eligibles selected for permanent positions in this classification are placed in an apprenticeship program. Continued employment is conditional upon successful completion of the fire fighter module and driver operator module which is conducted at the Department of Forestry and Fire Protection Academy.

**BACKGROUND
INVESTIGATION
INFORMATION**

Candidates selected for permanent appointment will be required to complete a Background Certification Statement regarding criminal convictions. A criminal conviction may preclude a candidate from employment; however, appointment commitments will be determined on a case-by-case basis.

MEDICAL EXAMINATION

A medical examination is conducted prior to the academy training. Tests include a basic clinical examination, visual acuity test, audiometry, pulmonary function test, and other tests as may be determined necessary. Any limitation which restricts a person from safely performing the duties of the position may constitute basis for removal of the candidate's name from the eligible list.

**VETERANS'
PREFERENCE CREDITS**

Veterans' preference credits will be added to the final score for all competitors who are successful in this examination and who qualify for, and have requested these points. VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' PREFERENCE CREDITS.

CAREER CREDITS

Three career credits will be added to the final score of all competitors in this examination who qualify for the credits and attain a passing mark on the examination. There are two ways to receive credits: (1) To have worked full-time for three months with the Department of Forestry and Fire Protection either as a seasonal Fire Fighter I or a limited-term or permanent intermittent Fire Fighter II, Fire Fighter II (Paramedic), Fire Apparatus Engineer, or Fire Apparatus Engineer (Paramedic) since January 1, 1979, (2) Please refer to the "General Information" page of this bulletin.

(Continued on reverse side)

Fire Apparatus Engineer
(Cont'd.)

**CONFIDENTIALITY AND
SECURITY**

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

**HOTLINE TELEPHONE
NUMBER**

If you have any questions regarding this examination contact the Fire Fighter II/Fire Apparatus Engineer Hotline at (916) 445-7842.

**NAME/ADDRESS
CHANGE**

Please contact the Fire Fighter II/Fire Apparatus Engineer Hotline at (916) 445-7842 if you have any changes to your name or address, as information will be sent to the address on file.

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GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the Examination Unit of the Department of Forestry and Fire Protection, (916) 445-7842, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of written examination or oral interview fails to reach him/her prior to the day of the written test or interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department of Forestry and Fire Protection.

If you meet the requirements, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Forestry and Fire Protection reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changed. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Riverside. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged onto the appropriate lists in order of final test scores (except as modified by veterans' preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board in Sacramento.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plan for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans' Preference Credits: California law allows granting of veterans' preference credits in open entrance examinations and open-nonpromotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open-nonpromotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference credits are on the Veteran Preference Application (Form 1093) which is available from State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

Career Credits: In open-nonpromotional examinations, career credits are granted to: 1) state employees with permanent civil service status, 2) full-time employees of the state who are exempt from state civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination Application form STD. 678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, California.)

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.